

# YOUTH SERVICES POLICY

<b>Title:</b> Dress Code - Facility and Community Services <b>Next Annual Review Date:</b> 08/18/2010	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.15
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<b>References:</b> YS Policy A.2.1 "Employee Manual"; DYS Policy 14.7	
<b>STATUS:</b> Approved	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 08/18/2009

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish the Deputy Secretary's policy regarding the appropriate attire to be worn during work hours and work-related activities by secure facility administrative and support staff, direct care and custody staff, and Community Services staff.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Deputy Assistant Secretaries, Facility Directors, all Facility and Regional Office administrative and support staff, custody staff, direct care staff, contract providers and volunteers. Unit Heads shall ensure that procedures are in place to comply with the provisions of this policy.

## IV. DEFINITIONS:

**Administrative staff** - includes Regional Office and Facility administrative and support staff.

**Custody staff** - all security personnel, including but not limited to, Youth Care staff.

**Unit Head** - Deputy Secretary, Undersecretary, Chief of Operations, Assistant Secretary, Deputy Assistant Secretaries, Facility Directors, and Regional Managers.

**YS Central Office** - Offices of the Deputy Secretary, Undersecretary, Chief of Operations, Assistant Secretary, Deputy Assistant Secretaries and their support staff.

**V. POLICY:**

It is the Deputy Secretary's policy that employee attire during work hours and work-related activities shall be appropriate to the duties and content of the position, to the safety of the employee and other individuals, and to the probability of public contact. The personal appearance, grooming, and personal hygiene of employees contribute significantly toward the public impression of Youth Services. Employees are expected to present a neat and professional appearance at all times. While the decision on dress is sometimes a personal choice by the employee, the employee's supervisor shall make the final decision whether the attire is appropriate for the work environment.

Because of working in close proximity to co-workers and youth, employees shall also be considerate of their co-workers and youth when applying perfumes, colognes, and after-shave lotions and should also limit the use of fragrances (e.g., hand lotions, potpourris, air fresheners) within the workplace.

**VI. DRESS/APPEARANCE CODE (ALL YS STAFF):**

The following is applicable to all YS employees, regardless of position, unless otherwise stated herein:

- A. Employees shall be neat at all times and shall be clean in appearance with all standard equipment properly attached.
- B. State issued work clothing and specified accessories shall be ordered in accordance with specifications provided by Central Office Purchasing.
- C. State issued work clothing shall not be altered in appearance without approval by an immediate supervisor.
- D. Employees who are subpoenaed to attend court and/or Civil Service hearings shall wear their uniforms or formal work attire.
- E. ID Card - Agency issued identification cards shall be worn at all times. The card shall include the staff member's photograph and name. No pins or stickers shall be attached to the card. The ID card shall be prominently displayed. Badges and/or Identification Cards shall only be used in the performance of official duties.

- F. Hair shall be clean, neatly trimmed and combed to present a professional appearance. Hairstyles shall not be extreme or extreme in color (i.e., blue, orange, green, etc.).
- G. Visible body piercings (nose, tongue, lip, eyebrow, etc.), other than earrings are not permitted.
- H. Exposure of offensive tattoos is prohibited.
- I. Sunglasses may only be worn outdoors.
- J. Mustaches are permitted provided that they are neat and trimmed. Beards shall be neatly trimmed.
- K. Fingernails shall be moderate in length to enable staff to perform their duties. Nail polish color shall not be extreme.

**VII. CUSTODY STAFF:**

Custody staff shall wear polo-style shirts (long or short sleeves) in colors approved by the Deputy Assistant Secretary - Facility Services. Items shall be issued to and worn by staff as follows:

- A. Shirts - Shirts are to be comfortable and shall not be tight fitting. Shirt tails shall be tucked inside the pants (at all times) at the waistline. Shirts shall be worn with the collar open and top button unbuttoned. Shirts shall be embroidered with the State emblem.
- B. Pants - Pants are to be comfortable and shall not be tight fitting. Pants shall be firmly fitted at the waist (no gathers) and neatly fitted at the heel.
- C. Maternity wear - Female staff members may wear appropriate maternity clothing in khaki or navy color as authorized by the Facility Director.
- D. Belts - A black or brown leather belt shall be worn with uniform pants.
- E. Shoes - Low-heeled, black or brown leather or leather-like closed-toe shoes or boots shall be worn. Shoes and boots shall be shined and/or clean when reporting to duty.
- F. Except as otherwise stated in this policy, custody staff shall be attired in the standard dress unless assigned administrative or special duties or when the wearing of a uniform would impede job performance.

- G. Discretion is allowed by each Director relative to appropriate dress during physical training sessions.
- H. The following non-uniform items may be issued to custody staff and worn in the manner indicated:
  - 1. Rain Wear - Rain suits with detachable hoods may be issued to staff based on job site and/or duty assignment.
  - 2. Handcuffs - Personal handcuffs and other unauthorized equipment are not allowed. When custody staff are required to carry State-issued handcuffs, the handcuffs shall be worn in a standard, black handcuff case.
  - 3. Rubber Boots - Black rubber boots may be issued to custody staff based on job site and/or duty assignment.
- I. The following personal items may be worn or utilized by custody staff in the manner indicated:
  - 1. Jewelry - All custody staff may wear appropriate medical identification bracelets or necklaces. Stud-type or small earrings only may be worn by female staff as approved by the Director. Rings and watches should not detract from uniform appearance.
  - 2. Beepers and/or Cellular Telephones - Personal pagers and cellular telephones shall not be worn while on duty unless authorized by the Facility Director.

**VIII. OTHER FACILITY STAFF (INCLUDING CONTRACT AND VOLUNTEER STAFF):**

Administrative, Direct Care, Contract and Volunteer staff shall wear appropriate work clothing as required for their particular assignment/location.

- A. Appropriate work clothing consists of:
  - 1. Blouses, shirts, sweaters, polo shirts and other top garments that are not too tight, too low cut or revealing;
  - 2. Slacks or pants that are not too tight, revealing, or worn too low;
  - 3. Capri pants that reach below the knee;

4. Sandals with a back strap that comes over the foot; and
5. Professional length dresses/skirts.
6. Jeans in good condition, not torn, faded or ripped.

**B. Inappropriate work clothing consists of:**

1. Short dresses/skirts, mini-skirts, mini-skorts, shorts or short capris.
2. Sleeveless tanks and blouses, halter tops, tube tops, backless tops, camisole type T-shirts, tank tops or muscle shirts, and spaghetti strap or strapless blouses.
3. Clothing with inappropriate language (obscenities) or pictures.
4. Flip flops and/or Crocs, slippers and high heels taller than one inch.

**IX. COMMUNITY SERVICES:**

**A. Appropriate work clothing consists of:**

1. Blouses, shirts, sweaters, polo shirts and other top garments that are not too tight, too low cut or revealing;
2. Slacks or pants that are not too tight, revealing or worn too low;
3. Capri pants that reach below the knee;
4. Sandals with a back strap that comes over the foot; and
5. Professional length dresses/skirts.
6. Jeans in good condition, not torn, faded or ripped, appropriate and neat tee-shirts, and tennis shoes on Fridays, the day before a holiday, or specified "casual dress" days.

**B. Inappropriate work clothing consists of:**

1. Short dresses/skirts, mini-skirts, mini-skorts, shorts or short capris.
2. Sleeveless tanks and blouses, halter tops, tube tops, backless tops, camisole type T-shirts, tank tops or muscle shirts, and spaghetti strap or strapless blouses.

3. Clothing with inappropriate language (obscenities) or pictures.
4. Flip flops and/or Crocs, slippers.

Special Agent commissioned Probation and Parole Officers shall, when carrying a weapon, prominently display their badge, and have on their person, their Special Agent commission card and ID Card.

**X. RESTRICTIONS:**

Youth Services staff shall not purchase, consume, or possess any alcoholic beverages while on duty or dressed in designated work clothing. Custody staff in uniform shall not enter places such as bars, lounges or saloons. Additionally, staff shall not loiter at any establishment serving alcoholic beverages while in uniform.

**XI. SEPARATION FROM EMPLOYMENT:**

Upon an employee's separation from employment, all State issued items shall be returned in accordance with facility procedure. An employee's final paycheck may be reduced by an amount equal to the cost of any unreturned items.

**XII. EXCEPTIONS:**

The Deputy Secretary may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service rules or other pertinent policies/regulations.

**XIII. IMPLEMENTATION DATE:**

September 7, 2009.

**Previous Regulation/Policy Number:** A.2.15

**Previous Effective Date:** 10/6/2004

**Attachments/References:**